

## **TEMPORARY QUARTERS (TQ) ALLOWANCE**

### *What is it?*

Any lodging obtained from private or commercial sources, which will be occupied temporarily until the employee and/or family can move into permanent quarters.

### *Guidelines -*

1. If a HH trip was authorized and used, the maximum TQ allowance will be reduced by the number of days of the HH trip. Circumstances that would warrant the authorization of both househunting trip and temporary quarters would be unusual and will require full justification.
2. TQ initially may be authorized in 30 day increments, not to exceed 60 consecutive days. Should transferees need an extension, justification stating the compelling reason must be submitted in writing to the office that scheduled your move. Upon approval of the extension, TQ may be extended for an additional 60 days not to exceed a total maximum of 120 consecutive days. Examples of compelling reasons include, but are not limited to:
  - Shipment and/or delivery of the household goods to the new residence is delayed due to extended transit time incident to ocean transportation, strikes, customs' clearance, hazardous weather, fires or floods, or other acts of God.
  - New permanent residence cannot be occupied because of unanticipated problems, such as delays in settlement on the new residence or short-term delays in construction of a new residence.
  - The inability to locate a permanent residence that is adequate. Employees should also provide a chronology for the first 60 days. The chronology should include such information as the home finding service used, the number of homes viewed, whether any contracts were tendered and reasons for not buying, such as price, location, facilities, schools, etc.
  - Sudden illness, injury, or death of the employee or an immediate family member.

**The employee will be notified whether the extension of time was approved or disapproved.**

3. TQ may be authorized at the old duty station, new duty station or both.

4. TQ must begin not later than 30 days from the date the employee reported for duty at his new official station, or if not begun during this period, not later than 30 days from the date the family vacates the residence at the old official station, but not beyond the maximum time for beginning allowable travel and transportation.
5. Annual leave does not affect the granting of TQ unless there is an indication that the leave caused an unnecessary extension of the TQ period. However, once TQ begins, the number of eligible days continues to be counted.
6. If lodging costs are incurred during stays with friends or relatives, the costs incurred by the host must be fully documented by them, the amounts paid must be reasonable (less than commercial lodging), and the payment to friends/relatives be based on factors such as the need to hire extra cleaning help, rent furniture, and payment of higher utility bills, etc.
7. Temporary Duty Travel while in Temporary Quarters:

If an employee is in TQ and is required to travel, the employee's TQ will stop and the employee will only be reimbursed under TDY travel. The employee will not be reimbursed for both TQ and TDY on the same calendar day for M&IE.

When the employee submits his/her TQ voucher for the month, he/she should not claim any day that was part of the TDY trip. If the family was in TQ while the employee was in TDY, the family would still claim their portion of TQ on the voucher for those days. The employee should submit an audited copy of the TDY voucher with their TQ voucher.

8. When Temporary Quarters starts and Travel In ends:

The eligibility period for reimbursement for TQ subsistence expenses shall start in the same calendar day quarter in which en route travel per diem ends.

Example: Employee and/or family travel in to the new duty station on Saturday, February 7, at 10:00 am. They drive for three days and arrive at the new duty station on Monday, February 9, at 6:10 pm. Travel-In will stop on February 9th and employee is entitled to  $\frac{3}{4}$  day per diem. Temporary quarters will start on February 9 and traveler is entitled to lodging only.

9. Employee selects method of reimbursement at the time the authorization is prepared. This **choice is not** subject **to change** at a later date.

*Reimbursement -*

**!** Per Diem

Actual Reimbursement Method - Receipts are required for lodging and all items over \$75.00.

Maximum per diem rate within the conterminous United States is based on the maximum CONUS rate of \$80.00 (effective February 1, 1997). The amount that may be reimbursed for TQ subsistence expenses shall be the lesser of either the actual amount of allowable expenses incurred for each 30 day period or the amount computed as follows:

	FIRST 30 DAYS	SECOND 30 DAYS
Employee (or an unaccompanied spouse)	\$85.00	\$63.75
Accompanied Spouse	63.75	42.50
Family Members, 12 years of age or older	63.75	42.50
Family Members, under 12 years of age	42.50	34.00

\*if an extension of the time limitation is granted for up to an additional 60 days, the per diem allowance for the extension period will be the same as the second 30 day period.

Fixed Reimbursement Method - Flat rate; no receipts required.

If you select the fixed reimbursement method, you are paid a fixed amount for up to 30 days. **No extensions are allowed.** Payment would be:

Employee                                      Number of days x .75 x locality rate at new duty station

Each additional family member              Number of days x .25 x locality rate at new duty station



## TRAVEL MANAGEMENT POLICY

[Complete Table of Contents](#)
[Return to Chapter 302  
Table of Contents](#)
[Return to FTR  
Table of Content](#)

# PART 302-5--ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE

## EXPENSES

### SUBPART A--GENERAL RULES

Sec.

- [302-5.1](#) What are "temporary quarters"?
- [302-5.2](#) What are "temporary quarters subsistence expenses (TQSE)"?
- [302-5.3](#) What is the purpose of the TQSE allowance?
- [302-5.4](#) Am I eligible for a TQSE allowance?
- [302-5.5](#) Who is not eligible for a TQSE allowance?
- [302-5.6](#) Must my agency authorize payment of a TQSE allowance?
- [302-5.7](#) Under what circumstances will I receive a TQSE allowance?
- [302-5.8](#) Who may occupy temporary quarters at Government expense?
- [302-5.9](#) Where may I/we occupy temporary quarters at Government expense?
- [302-5.10](#) May my immediate family and I occupy temporary quarters at different locations?
- [302-5.11](#) What methods may my agency use to reimburse me for TQSE?
- [302-5.12](#) Must I document my TQSE to receive reimbursement?
- [302-5.13](#) How soon may I/we begin occupying temporary quarters at Government expense?
- [302-5.14](#) How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?
- [302-5.15](#) May I receive an advance of funds for TQSE?
- [302-5.16](#) May I receive a TQSE allowance if I am receiving another subsistence expenses allowance?
- [302-5.17](#) Am I eligible for a TQSE allowance if I transfer to a foreign area?
- [302-5.18](#) May I be reimbursed for local transportation expenses incurred while I am occupying temporary quarters?

### SUBPART B--ACTUAL TQSE METHOD OF REIMBURSEMENT

Sec.

- [302-5.100](#) What am I paid under the actual TQSE reimbursement method?

- [302-5.101](#) May my agency reduce my TQSE allowance below the "maximum allowable amount"?
- [302-5.102](#) What is the "applicable per diem rate" under the actual TQSE reimbursement method?
- [302-5.103](#) What is the latest the period for which I claim actual TQSE reimbursement may begin?
- [302-5.104](#) How long may I be authorized to claim actual TQSE reimbursement?
- [302-5.105](#) What is a "compelling reason" warranting extension of my authorized period for claiming actual TQSE reimbursement?
- [302-5.106](#) May I interrupt occupancy of temporary quarters?
- [302-5.107](#) What effect do partial days of temporary quarters occupancy have on my authorized period for claiming actual TQSE reimbursement?
- [302-5.108](#) When does my authorized period for claiming actual TQSE reimbursement end?
- [302-5.109](#) May the period for which I am authorized to claim actual TQSE reimbursement for myself be different from that of my immediate family?
- [302-5.110](#) What effect do partial days have on my actual TQSE reimbursement?
- [302-5.111](#) May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim actual TQSE reimbursement?

## **SUBPART C--FIXED AMOUNT REIMBURSEMENT**

### **Sec.**

- [302-5.200](#) What am I paid under the fixed amount reimbursement method?
- [302-5.201](#) How do I determine the amount of my payment under the fixed amount reimbursement method?
- [302-5.202](#) Will I receive additional TQSE reimbursement if my fixed amount is not adequate to cover my TQSE?

## **SUBPART D--AGENCY RESPONSIBILITIES**

### **Sec.**

- [302-5.300](#) How should we administer the TQSE allowance?
- [302-5.301](#) What governing policies must we establish for the TQSE allowance?
- [302-5.302](#) Under what circumstances may we authorize the TQSE allowance?
- [302-5.303](#) What factors should we consider in determining whether the TQSE allowance actually is necessary?
- [302-5.304](#) What factors should we consider in determining whether to offer an employee the fixed amount TQSE reimbursement option?
- [302-5.305](#) What factors should we consider in determining whether quarters are temporary?

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[Return to Top of Chapter 302-5](#)

[Return to FTR Table of Content](#)

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44 CFR 300-304  
Consolidated Edition  
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